
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: March 4, 2007

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: INDIANA BUSINESS COLLEGE – ALL CAMPUSES
NEW ASSOCIATE OF APPLIED SCIENCE DEGREES**

Staff Recommendation

The commission staff recommends that Indiana Business College – Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Medical, Muncie, Norwest, and Terre Haute be granted the authority to award the Associate of Applied Science degree in the following programs at the following locations respectively *with the stipulation that the Instructor Qualification Record forms and supportive documentation for the faculty be submitted for the new IBC located in Elkhart. This new campus has been approved by ACICS.*

Accounting	– Elkhart
Administrative Professional	– Elkhart
Business Administration – Finance	– All Campuses
Business Administration – Management	– All Campuses
Business Administration – Marketing	– All Campuses
Criminal Justice	– Elkhart & Marion
CISCO	– Indianapolis
Help Desk Administration	– Evansville, Fort Wayne, Indianapolis, Muncie & Terre Haute
Human Resources	– Anderson, Elkhart & Lafayette
Medical Assistant	– Elkhart
Medical Assisting with Functional Spanish	– Medical
Medical Coding Technology	– Elkhart
Network Administration	– Indianapolis & Muncie
Nursing	– Medical
Property Casualty Claims	– Medical
Veterinary Technology	– Indianapolis & Northwest
Systems Administration	– Indianapolis, Muncie & Terre Haute

Background Information

The associate of applied science degrees range from 100 to 133 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty in each of the programs; and, the faculty meet the criteria stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

Indiana Business College
New Program Applications
 By Program and Campus
 March 2007

	Campus											
	Anderson	Columbus	Elkhart	Evansville	Fort Wayne	Indianapolis	Lafayette	Marion	Medical	Muncie	Northwest	Terre Haute
Program												
Accounting			X									
Administrative Professional			X									
Business Administration – Finance	X	X	X	X	X	X	X	X		X	X	X
Business Administration – Management	X	X	X	X	X	X	X	X		X	X	X
Business Administration – Marketing	X	X	X	X	X	X	X	X		X	X	X
Criminal Justice – AAS			X					X				
CISCO				X	X	X						
Help Desk Administration						X				X		X
Human Resources	X		X				X					
Medical Assistant			X									
Medical Assisting with Functional Spanish									X			
Medical Coding Technology			X									
Network Administration						X				X		
Nursing									X			
Property Casualty Claims									X			
Systems Administration						X				X		X
Veterinary Technology							X				X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Elkhart

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317.656.4732 Application Type

Date the Form was Prepared January 17, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide specific preparation for private and public accounting as well as the advanced areas of general accounting. Graduates are prepared for positions in private business, public accounting, and government. The program provides an excellent foundation for the student to begin a career in cost accounting, tax accounting, or internal auditing.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 110-112 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 18 months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACC101</u>	<u>Accounting I</u>	<u>5</u>
<u>ACC102</u>	<u>Accounting II</u>	<u>5</u>
<u>ACC105</u>	<u>Patroll/10 Key</u>	<u>5</u>
<u>ACC107</u>	<u>Income Tax</u>	<u>5</u>
<u>ACC115</u>	<u>Computerized Accounting</u>	<u>5</u>
<u>ACC201</u>	<u>Accounting III</u>	<u>5</u>
<u>ACC202</u>	<u>Cost Accounting</u>	<u>5</u>
<u>ACC240</u>	<u>Intermediate Accounting I</u>	<u>5</u>
<u>ACC250</u>	<u>Intermediate Accounting II</u>	<u>5</u>
<u>BUS100</u>	<u>Principles of Business</u>	<u>5</u>
<u>BUS230</u>	<u>Business Office Procedures</u>	<u>5</u>
<u>BUS260</u>	<u>Career Development</u>	<u>2</u>
<u>COM206</u>	<u>Communication II</u>	<u>5</u>
<u>CPU200</u>	<u>Computers and Office Automation</u>	<u>4</u>
<u>CPU212</u>	<u>Word Processing</u>	<u>4</u>
<u>CPU220</u>	<u>Spreadsheets</u>	<u>4</u>
<u>CSS100</u>	<u>Strategies for Success</u>	<u>5</u>
<u>INT299</u>	<u>Internship or Business Elective</u>	<u>3-5</u>
<u>KEY101</u>	<u>Keyboarding I</u>	<u>3</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LEG101	Business Law	5
MAT105	Business Math	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 95 / 110 Percentage: 14%
Number of Credit/Clock Hrs. in General Courses: 15 / 110 Percentage: 86%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Elkhart

Name of Program Administrative Professional

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared February 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides extensive training in utilization of current office technology, keyboarding proficiency, accounting, and business communication, all of which are required for success in today's fast-paced and multifaceted administrative support positions.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Administrative Professional

TOTAL COURSE HOURS: 113-115 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Accounting I	5
ACC105	Payroll/10 Key	5
BUS100	Principles of Business	5
BUS230	Business Office Procedures	5
BUS260	Career Development	2
COM206	Communication II	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CPU220	Spreadsheets	4
CPU230	Database	5
CPU250	Software Integration	4
CSS100	Strategies for Success	5
INT299	Internship or Business Elective	3-5
KEY101	Keyboarding I	3
KEY102	Keyboarding II	3
KEY201	Keyboarding III	3
KEY202	Machine Transcription	3
LEG101	Business Law	5
LEG210	Human Resource Law	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT105	Business Math	5
MGT150	Records Management & Security	5
MGT200	Management	5
MGT215	Group Dynamics	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communication I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 98-100 / 113-115 Percentage: 87%

Number of Credit/Clock Hrs. in General Courses: 15 / 113-115 Percentage: 13%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

45 volumes allocated to business related programs

45 volumes allocated to medical related programs

10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
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DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

**Indiana Business College - Anderson, Columbus, Elkhart,
Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie,
Northwest, Terre Haute**

Name of Institution _____

Business Administration - Finance Concentration

Name of Program _____

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **AAS**

Name of Person Preparing this Form **Kimberli J. Zornes**

Telephone Number **317-656-4732** **Application Type**

Date the Form was Prepared **January 15, 2007** ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of finance. Specialized courses in banking and the interpretation of financial statements provide the foundation for students to begin careers in banking, insurance, lending, and many other related industries.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration - Finance Concentration

TOTAL COURSE HOURS: 105-107 Check one: **Quarter Hours** ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Accounting I	5
ACC102	Accounting II	5
ACC201	Accounting III	5
BUS100	Principles of Business	5
BUS230	Business Office Procedures	5
BUS260	Career Development	2
COM206	Communication II	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CPU220	Spreadsheets	4
CSS100	Strategies for Success	5
FIN200	Introduction to Finance	5
FIN220	Principles of Banking	5
FIN250	Interpreting Financial Statements	5
INT299	Internship or Business Elective	3-5
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math	5
MGT200	Management	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MKG203	Sales	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty:	<u>90-92</u>	/	<u> </u>	Percentage:	<u>86%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>15</u>	/	<u> </u>	Percentage:	<u>14%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u> </u>	/	<u> </u>	Percentage:	<u> </u>
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Anderson:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays. IBC also subscribes to the Indiana Online Research Library INSPIRE.NET, which is available to our students on campus.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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Anderson:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 3 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

COLUMBUS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located in the building at 2222 Poshard Drive, Columbus, IN. Students are allowed access to computers, books, and periodicals in the library from 7:30am to 9pm, Monday through Friday. The library is monitored during the day by Kelly Jones, Administrative Assistant, who is available from 7:30am to 4:30pm to assist students in the library or check out books. The evening shift is covered by a College Work-study student from 4:30pm until 9pm to assist students and check out books.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667 physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library. Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

COLUMBUS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 Full-time: 4 Part-time: 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

ELKHART:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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ELKHART:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____ **Full-time:** _____ **Part-time:** _____

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

EVANSVILLE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

Over 250 periodicals

3. Number of professional periodicals subscribed to:

7 professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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EVANSVILLE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 **Full-time:** 7 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

FORT WAYNE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 8:00 am - 10:00 pm Monday - Thursday and 8:00 am - 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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FORT WAYNE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 9 **Full-time:** 5 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 8 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

LAFAYETTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net – Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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LAFAYETTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MARION:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MARION:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 3 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

MUNCIE:

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MUNCIE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 **Full-time:** 6 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

NORTHWEST:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

NORTHWEST:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 6 **Part-time:** 1

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

TERRE HAUTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

TERRE HAUTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Northwest, Terre Haute
Name of Program	Business Administration - Marketing Concentration
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	AAS
Name of Person Preparing this Form	Kimberli J. Zornes
Telephone Number	317-656-4732
	<u>Application Type</u>
Date the Form was Prepared	January 15, 2007 <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of marketing. Specialized courses provide the foundation for students to begin careers in retail management, sales, advertising, and many other related industries.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration - Marketing Concentration

TOTAL COURSE HOURS: 110-113 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 18 Months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Accounting I	5
ACC102	Accounting II	5
ACC202	Cost Accounting	5
BUS100	Principles of Business	5
BUS230	Business Office Procedures	5
BUS260	Career Development	2
COM206	Communication II	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CPU220 OR	Spreadsheets OR	4 OR
CPU230	Database	5
CSS100	Strategies for Success	5
FIN200	Introduction to Finance	5
INT299	Internship or Business Elective	3-5
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math	5
MGT200	Management	5
MKG200	Fundamentals of e-Business	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MKG202	Marketing	5
MKG203	Sales	5
MKG210	Advertising	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 95-98 / 110-113 Percentage: 86%

Number of Credit/Clock Hrs. in General Courses: 15 / 110-113 Percentage: 14%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

ANDERSON:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays.

Students also have access to Indiana's Online Research Library INSPIRE.NET from any computer on campus.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

ANDERSON:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 3 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

COLUMBUS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located in the building at 2222 Poshard Drive, Columbus, IN. Students are allowed access to computers, books, and periodicals in the library from 7:30am to 9pm, Monday through Friday. The library is monitored during the day by Kelly Jones, Administrative Assistant, who is available from 7:30am to 4:30pm to assist students in the library or check out books. The evening shift is covered by a College Work-study student from 4:30pm until 9pm to assist students and check out books.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667 physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library. Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

COLUMBUS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 4 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

EVANSVILLE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

over 250 periodicals

3. Number of professional periodicals subscribed to:

7 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

EVANSVILLE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 **Full-time:** 7 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

FORT WAYNE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 8:00 am - 10:00 pm Monday - Thursday and 8:00 am - 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

FORT WAYNE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 4 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 10 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

LAFAYETTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net – Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

LAFAYETTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MARION:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MARION:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 3 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MUNCIE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 **Full-time:** 6 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

NORTHWEST:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

NORTHWEST:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 6 **Part-time:** 1

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

TERRE HAUTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

TERRE HAUTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

**Indiana Business College - Anderson, Columbus, Elkhart,
Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie,
Northwest, Terre Haute**

Name of Institution _____

Business Administration - Management Concentration

Name of Program _____

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **AAS**

Name of Person Preparing this Form **Kimberli J. Zornes**

Telephone Number **317-656-4732** **Application Type**

Date the Form was Prepared **January 15, 2007** ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of management. The program includes specialized courses in the use of electronic software designed to enhance the effectiveness of one's ability to plan, implement, monitor, and evaluate the status of a project. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration - Management Concentration

TOTAL COURSE HOURS: 110-113 Check one: **Quarter Hours** ☒

Semester Hours

Clock Hours

LENGTH OF PROGRAM: **18 Months** TUITION: **\$18,660**

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Accounting I	5
ACC102	Accounting II	5
ACC202	Cost Accounting	5
BUS100	Principles of Business	5
BUS230	Business Office Procedures	5
BUS260	Career Development	2
COM206	Communication II	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CPU220 OR	Spreadsheets OR	4 OR
CPU230	Database	5
CSS100	Strategies for Success	5
FIN200	Introduction to Finance	5
INT299	Internship or Business Elective	3-5
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math	5
MGT200	Management	5
MGT220	Leadership	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MGT260	Project Management I	5
MGT265	Project Management II	5
MKG200	Fundamentals of e-business	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 95-98 / _____ Percentage: 86%
Number of Credit/Clock Hrs. in General Courses: 15 / _____ Percentage: 14%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

Anderson:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

Anderson:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 3 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

COLUMBUS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located in the building at 2222 Poshard Drive, Columbus, IN. Students are allowed access to computers, books, and periodicals in the library from 7:30am to 9pm, Monday through Friday. The library is monitored during the day by Kelly Jones, Administrative Assistant, who is available from 7:30am to 4:30pm to assist students in the library or check out books. The evening shift is covered by a College Work-study student from 4:30pm until 9pm to assist students and check out books.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667 physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library. Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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COLUMBUS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 4 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

EVANSVILLE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

Over 250 periodicals

3. Number of professional periodicals subscribed to:

7 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

EVANSVILLE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 Full-time: 7 Part-time: 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

FORT WAYNE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 8:00 am - 10:00 pm Monday - Thursday and 8:00 am - 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

FORT WAYNE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 10 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

LAFAYETTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net – Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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LAFAYETTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MARION:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MARION:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 3 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

MUNCIE:

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 **Full-time:** 6 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

NORTHWEST:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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NORTHWEST:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 6 **Part-time:** 1

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

TERRE HAUTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

TERRE HAUTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Marion, Elkhart

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 109 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BUS260</u>	<u>Career Development</u>	<u>2</u>
<u>CJ100</u>	<u>Introduction to Criminal Justice</u>	<u>5</u>
<u>CJ110</u>	<u>Introduction to Corrections</u>	<u>5</u>
<u>CJ121</u>	<u>Juvenile Justice</u>	<u>5</u>
<u>CJ130</u>	<u>Criminology</u>	<u>5</u>
<u>CJ150</u>	<u>Introduction to Law Enforcement</u>	<u>5</u>
<u>CJ222</u>	<u>Criminal Investigations</u>	<u>5</u>
<u>CJ225</u>	<u>Criminal Justice Ethics</u>	<u>5</u>
<u>CJ235</u>	<u>Introduction to Criminal Courts</u>	<u>5</u>
<u>CJ240</u>	<u>Criminal Law and Procedure</u>	<u>5</u>
<u>CJ245</u>	<u>Cybercrime</u>	<u>5</u>
<u>CJ250</u>	<u>Criminal Justice Forensics</u>	<u>5</u>
<u>COM206</u>	<u>Communication II</u>	<u>5</u>
<u>CPU200</u>	<u>Computers and Office Automation</u>	<u>4</u>
<u>CSS100</u>	<u>Strategies for Success</u>	<u>5</u>
<u>KEY101</u>	<u>Keyboarding I</u>	<u>3</u>
<u>LEG101</u>	<u>Business Law</u>	<u>5</u>
<u>MAT105</u>	<u>Business Math</u>	<u>5</u>
<u>MGT215</u>	<u>Group Dynamics</u>	<u>5</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communication I	5
PSY106	Psychology	5
SOC101	Introduction to Sociology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 89 / 109 Percentage: 82%
Number of Credit/Clock Hrs. in General Courses: 20 / 109 Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

MARION:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MARION:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 3 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

ELKHART:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Indianapolis

Name of Program CISCO Network Associate

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides a strong foundation of business and technology skills that apply to modern offices. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of operating systems and Cisco infrastructure. The curriculum prepares students with the skills necessary to start their career in the telecommunications field as cable installers or staff in a network operations center environment. The program utilizes the internationally recognized Cisco Networking Academy curricula. Students are encouraged to sit for the CCNA and Network+ certification exams.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: CISCO Network Associate

TOTAL COURSE HOURS: 98-100 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS100	Principles of Business	5
BUS260	Career Development	2
CIS160	Cisco I	5
CIS200	Cisco II	5
CIS205	Cisco II Lab	3
CIS220	Cisco III	5
CIS225	Cisco III Lab	3
CIS230	Cisco IV	5
CIS235	Cisco IV Lab	3
CPU212	Word Processing	4
CPU220	Spreadsheets	4
CSS100	Strategies for Success	5
INT299	Internship or Business Elective	3-5
ITS100	Introduction to Technical Computer Concepts	5
ITS150	Computer Systems & Emerging Technologies	5
ITS230	Strategies and Ethics for the IT Professional	5
ITS250	Hardware Technologies Practicum	3
KEY101	Keyboarding I	3
LEG101	Business Law	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT150	Math for IT Professionals	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communications I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 88-90 / 98-100 Percentage: 85%

Number of Credit/Clock Hrs. in General Courses: 15 / 98-100 Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 10 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Evansville, Indianapolis, Muncie,
Terre Haute, Fort Wayne

Name of Program Help Desk Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as helpdesk or desktop support personnel.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Help Desk Administration

TOTAL COURSE HOURS: 100 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS100	Principles of Business	5
BUS260	Career Development	2
COM206	Communication II	5
CSS100	Strategies for Success	5
ITS100	Introduction to Technical Computer Concepts	4
ITS105	Introduction to Electricity and Electronics	5
ITS115	Problem Solving	4
ITS150	Computer Systems & Emerging Technologies	5
ITS155	Computer Network Infrastructure	5
ITS165	Help Desk Procedures	4
ITS200	Windows Administration	4
ITS210	Macintosh Technologies	4
ITS220	Troubleshooting	4
ITS230	Strategies and Ethics for the IT Professional	4
ITS235	Security and Privacy	4
ITS250	CompTIA A+ Practicum	3
ITS255	CompTIA Network+ Practicum	3
ITS260	MCDST Practicum	3
ITS285	CompTIA Security+ Practicum	3

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT150	Math for IT Professionals	4
MGT200	Management	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 85 / 100 Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 15 / 100 Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

EVANSVILLE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive
Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Evansville campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Evansville campus with library usage;
- b) providing assistance to faculty of the Evansville campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

259 books/video material
Over 250 periodicals

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 7 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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EVANSVILLE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 9 **Full-time:** 6 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 6 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 6 **Part-time:** 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

TERRE HAUTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 290 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Help Desk Administration program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 12 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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TERRE HAUTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Anderson, Elkhart, Lafayette

Name of Program Human Resources

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program trains students to maintain personnel records of an organization's employees;
assist with internal and external notification of position openings; assist in the hiring process;
answer employee questions; prepare reports for managers; administer aptitude tests, and
screen applicants.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Human Resources

TOTAL COURSE HOURS: 112 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Accounting I	5
ACC105	Payroll/10-Key	5
BUS100	Principles of Business	5
BUS230	Business Office Procedures	5
BUS260	Career Development	2
COM206	Communication II	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CPU220	Spreadsheets	4
CPU230	Database	5
CSS100	Strategies for Success	5
KEY101	Keyboarding I	3
LEG210	Human Resource Law	5
MAT105	Business Math	5
MGT150	Records Management & Security	5
MGT200	Management	5
MGT210	Training & Development	5
MGT215	Group Dynamics	5
MGT220	Leadership	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MGT230	Employee Benefits	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 92 / Percentage: 82%
Number of Credit/Clock Hrs. in General Courses: 20 / Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

ANDERSON:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays. IBC also subscribes to the Indiana Online Research Library INSPIRE.NET, which is available to our students on campus.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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ANDERSON:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 3 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

ELKHART:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

LAFAYETTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net – Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

LAFAYETTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 5 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Elkhart

Name of Program Medical Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared February 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with the skills necessary to be proficient in both front and back office procedures. Students receive hands-on training so that they are able to assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medication, operate EKG machine, and perform other therapeutic modalities prescribed by physicians. Medical Assistants are employed in physicians' offices, medical clinics, laboratories, and other health agencies.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Medical Assistant

TOTAL COURSE HOURS: 105 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS260	Career Development	2
COM200	Professional Perspectives	5
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	5
EXT290	Medical Assistant Externship	5
INS122	Basic Insurance	5
KEY101	Keyboarding I	3
LEG102	Medical Law and Ethics	5
MAA115	Clinical I	4
MAA215	Clinical II	4
MAA220	Laboratory Procedures	4
MAT110	Math for Medical Professionals	5
MED101	Medical Terminology	5
MED114	Pharmacology	5
MED220	Medical Office Administration	5
MED221	Medical Office Software	4
PHY102	Anatomy and Physiology I	5
PHY103	Anatomy and Physiology II	5
PHY126	Pathophysiology	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Elective	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communication I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 90 / Percentage: 86%
Number of Credit/Clock Hrs. in General Courses: 15 / Percentage: 14%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

45 volumes allocated to business related programs

45 volumes allocated to medical related programs

10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College

Name of Program Medical Assistant with Functional Spanish

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Vicki Thomas

Telephone Number (317) 264-5656 **Application Type**

Date the Form was Prepared February 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed for native English speakers. It provides students with the skills necessary to be proficient in both front and back office procedures. Students receive practical training so that they are able to operate medical office software, assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medications, operate an ECG machine, and execute other therapeutic modalities prescribed by physicians. This program is also designed to train Medical Assistants to communicate effectively with patients whose primary language is Spanish. The program includes reading comprehension and written communication with an emphasis on oral communication skills. The focus of the training will empower the student to assist Spanish-speaking patients to correctly complete medical forms and to receive appropriate medical care. Upon completion of this program students will have a working knowledge base of the Spanish Language in a health care setting. Medical Assistants are employed in physicians' offices, medical clinics, laboratories, and other health agencies.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Medical Assistant with Functional Spanish

TOTAL COURSE HOURS: 133 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 24 months TUITION: \$25,960

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
BUS260	Career Development	2
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	5
EXT290	Medical Assistant Externship	5
INS122	Basic Insurance	5
KEY101	Keyboarding I	3
LEG102	Medical Law & Ethics	5
MAA115	Clinical I	4
MAA215	Clinical II	4
MAA220	Laboratory Procedures	4
MAT110	Math for Medical Professionals	5
MED101	Medical Terminology	5
MED114	Pharmacology	5
MED220	Medical Office Administration	5
MED221	Medical Office Software	4
PHY102	Anatomy & Physiology I	5
PHY103	Anatomy & Physiology II	5
PHY126	Pathophysiology	5
SPN101	Introduction to Spanish Language	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SPN102	Spanish Culture and People	3
SPN106	Spanish Medical Terminology	5
SPN110	Introduction to Conversational Spanish	4
SPN150	Conversational Spanish I	4
SPN160	Conversational Spanish II	4
SPN180	Medical Law and Legal Implications	3
SPN200	Reading and Composition for the Bilingual Medical Professional	3
SPN220	Practical Applications in Medical Spanish	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communications I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty:	<u>118</u>	/	<u>133</u>	Percentage:	<u>89%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>15</u>	/	<u>133</u>	Percentage:	<u>11%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>N/A</u>	/	<u> </u>	Percentage:	<u> </u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13	General Education Reference 137
Psychology 10	Medical Reference 37
Medical 172	Laboratory and Clinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 20 **Full-time:** 14 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Janice Bankert	BA-Communication	10	2.5		X	
Lisa Boswell	AS-Medical Assisting	6	1.5		X	
Stephanie Branson	Diploma-Medical Assisting	5	4		X	
Maureen Brennan	BA-Automated Manufacturing, AS-Electronics Engineering	11	3	10	X	
Anthony Bye	BS- Mathematics	0	3	0.25	X	
Machelle Collins	AS Health Claims Examiner	6	3			X
John Frapwell	BS-Business Administration	20	4		X	
Karrie Hinkle	AS Health Claims Examiner	6	1.5			X
Tammi Huggins	BS-Education, MS-Biology, PhD-Philosophy	17	1.5	16+	X	
Cleve Johnson	BA-Religious Studies, MA-English		8 months	13 yrs (military)		X
Tina Johnson	MS-Marriage and Family Services, BS Human		4 months			X
Althea McRae	BS-Organizational Leadership, AAS-Secretarial		1.5			X
Kristina Ray	BS-Legal Assistant		2.5			X
Linda Robertson	Diploma-RN	14	6		X	
Deb Rogers	Diploma-Medical Assistant	10	5		X	
Shawna Simmons	Diploma- MRT	6	3		X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Angie Cook-Smith	BA-Psychology		1.5		X	
Bob Stalcup	Certificate- Massage Therapy	0.5	7	9 (military)	X	
Rita Streeval	Certificate-Allied Health	6	6		X	
Jennifer Weathers	AS-Medical Assisting	5	1.5		X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Elkhart

Name of Program Medical Coding Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4721 Application Type

Date the Form was Prepared February 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to train students to perform as part of the health information service team. Students use medical office software to enter data from the patient registration form and use classification systems to assign codes to diagnoses and procedures for insurance claims in both inpatient and ambulatory care settings. They will also maintain medical records and perform analysis of health records to validate compliance with regulations and standards. A high degree of accuracy and a working knowledge of medical terminology, diseases, and treatments are important skills for this profession. Employment opportunities include physicians' offices, clinics, inpatient care facilities, and insurance companies.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Medical Coding Technology

TOTAL COURSE HOURS: 107 Check one: **Quarter Hours** ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS260	Career Development	2
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	5
EXT291	Health Care Records Externship	5
INS122	Basic Insurance	5
INS205	Diagnostic Coding	5
INS210	Procedural Coding	5
INS222	Advanced Insurance	4
INS225	Advanced Coding	5
KEY101	Keyboarding I	3
LEG102	Medical Law and Ethics	5
MAT110	Math for Medical Professionals	5
MED101	Medical Terminology	5
MED221	Medical Office Software	4
MED230	Medical Records	5
MED232	Health Information Management	5
PHY102	Anatomy and Physiology I	5
PHY103	Anatomy and Physiology II	5
PHY126	Pathophysiology	5

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Elective	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communication I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 92 / Percentage: 86%
Number of Credit/Clock Hrs. in General Courses: 15 / Percentage: 14%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

45 volumes allocated to business related programs

45 volumes allocated to medical related programs

10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Indianapolis, Muncie

Name of Program Network Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 **Application Type**

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as network support personnel.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Network Administration

TOTAL COURSE HOURS: 100

Check one:

Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
BUS100	Principles of Business	5
BUS260	Career Development	2
COM206	Communication II	5
CSS100	Strategies for Success	5
ITS100	Introduction to Technical Computer Concepts	4
ITS105	Introduction to Electricity and Electronics	5
ITS115	Problem Solving	4
ITS150	Computer Systems & Emerging Technologies	5
ITS155	Computer Network Infrastructure	5
ITS160	Applied Network Technologies	4
ITS200	Windows Administration	4
ITS205	*NIX Administration	4
ITS225	Cisco Technologies	4
ITS230	Strategies and Ethics for the IT Professional	4
ITS235	Security and Privacy	4
ITS250	Hardware Technologies Practicum	3
ITS255	Networking Practicum	3
ITS265	Cisco Technologies Practicum	3
ITS285	Security Administration Practicum	3

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT150	Math for IT Professionals	4
MGT200	Management	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 85 / 100 Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 15 / 100 Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 6 **Part-time:** 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 6 **Part-time:** 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Medical

Name of Program Associate Degree Nursing Program

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Vicki Thomas

Telephone Number 317-264-5656 Application Type

Date the Form was Prepared January 31, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide the student with the academic, professional and clinical skills needed for entry-level registered nurse staff positions. The student is prepared to administer nursing care to individuals, families, and communities in a variety of health care settings. The program trains students to develop competency and responsibility in providing and managing care for patients across the lifespan, in collaboration with members of the healthcare team. The program also emphasizes lifelong learning.

Indiana Business College offers a full-time Associate Degree Nursing Program requiring clinical practicum, some during evening hours. Upon successful completion of the Nursing program, graduates are prepared to sit for the National Council Licensure Examination - Registered Nurses (NCLEX-RN) and are provided the foundation for career mobility in nursing.

The Nursing Program requires 104 quarter credits, consisting of, 56 nursing credits and 48 non-nursing credits, 16 of which are General Education credits. The program is 7 quarters in length to be completed in two years.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate Degree Nursing Program

TOTAL COURSE HOURS: 104 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 21 months TUITION: \$28,140.

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ANP104</u>	<u>Human Anatomy and Physiology I</u>	<u>4</u>
<u>ANP105</u>	<u>Human Anatomy and Physiology II</u>	<u>4</u>
<u>BIO107</u>	<u>Microbiology</u>	<u>4</u>
<u>CIT101</u>	<u>Keyboarding I</u>	<u>2</u>
<u>CIT200</u>	<u>Computers and Office Automation</u>	<u>4</u>
<u>NUR101</u>	<u>Nursing Fundamentals</u>	<u>4</u>
<u>NUR102</u>	<u>Nursing Fundamentals Lab</u>	<u>2</u>
<u>NUR105</u>	<u>Adult Health & Illness I</u>	<u>4</u>
<u>NUR106</u>	<u>Adult Health & Illness I Clinicals</u>	<u>2</u>
<u>NUR110</u>	<u>Psychosocial/Gerontologic Nursing</u>	<u>4</u>
<u>NUR111</u>	<u>Psychosocial/Gerontologic Nursing Clinicals</u>	<u>4</u>
<u>NUR115</u>	<u>Developing Family/Pediatric Nursing</u>	<u>4</u>
<u>NUR116</u>	<u>Family/Pediatric Clinicals</u>	<u>4</u>
<u>NUR201</u>	<u>Adult Health & Illness II</u>	<u>4</u>
<u>NUR202</u>	<u>Adult Health & Illness II Clinicals</u>	<u>4</u>
<u>NUR205</u>	<u>Adult Health & Illness III</u>	<u>4</u>
<u>NUR206</u>	<u>Adult Health & Illness III Clinicals</u>	<u>4</u>
<u>NUR210</u>	<u>Health Promotion & Management of Care</u>	<u>4</u>
<u>NUR211</u>	<u>Health Promotion & Management of Care Clinicals</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NUR215	Transition to Nursing Practice	4
PHM116	Dosage Calculations	2
PHM136	Vital Pharmacology	4
PSY100	Strategies for Success	4
PSY147	Human Growth & Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENG105	Communication I	4
ENG101	Public Speaking	4
PSY117	Essentials of Psychology	4
SOC102	Intro to Sociology	4

Number of Credit/Clock Hrs. in Specialty: 88 / 104 Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 16 / 104 Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: N/A / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13	General Education Reference 137
Psychology 10	Medical Reference 37
Medical 172	Laboratory and Clinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 9 **Full-time:** 6 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Medical

Name of Program Property and Casualty Claims

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Vicki Thomas

Telephone Number (317) 264-5656 Application Type

Date the Form was Prepared February 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to train students how to perform as part of an insurance claims team. Students will be trained to review, adjust, evaluate, deny, settle, process and resolve claims. The program will focus on communication skills including electronic, telephone and in person with agents, employers, claimants, policyholders, attorneys, and associated groups to gather essential information on contested claims. Training will also be provided in analysis and investigative skills essential for claims adjusters to examine property claims, worker's compensation, and bodily injury claims cases. Students will be prepared to sit for AIC insurance designation exams. Employment opportunities include insurance companies, private adjusting firms, and consulting companies.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Property and Casualty Claims

TOTAL COURSE HOURS: 103 Check one: **Quarter Hours** ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 18 months TUITION: \$21,780

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS100	Principles of Business	5
BUS260	Career Development	2
COM105	Communications I	5
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CSS100	Strategies for Success	5
EXT296	Claims Adjusting Externship	5
INC105	Property, Liability, and Personal Insurance	5
INC133	The Claims Environment	5
INC150	Workers Compensation and Disability	5
INC151	Bodily Injury	5
INC215	Property Loss Adjusting	5
INC222	Liability Claims Practice	5
INS122	Basic Insurance	5
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math	5
MED101	Medical Terminology	5
PHY106	Human Anatomy	5
_____	_____	_____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM206	Communications II	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 88 / Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 15 / Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13	General Education Reference 137
Psychology 10	Medical Reference 37
Medical 172	Laboratory and Clinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MEDICAL CAMPUS:**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.****** Include all required documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program: 20 Full-time: 14 Part-time: 6****Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Janice Bankert	BA	10	2.5		X	
Lisa Boswell	AS	6	1.5		X	
Stephanie Branson	Diploma-Medical Assisting	5	4		X	
Maureen Brennan	BA	11	3	10	X	
Anthony Bye	BS	0	3	0.25	X	
Machelle Collins	AS	6	3			X
John Frapwell	BS	20	4		X	
Karrie Hinkle	AS	6	1.5			X
Tammi Huggins	PhD	17	1.5	16+	X	
Cleve Johnson	MA		8 months	13 yrs.		X
Tina Johnson	MS Services		4 months			X
Althea McRae	BS		1.5			X
Kristina Ray	BS		2.5			X
Linda Robertson	Diploma-RN	14	6		X	
Deb Rogers	Diploma-Medical Assistant	10	5		X	
Shawna Simmons	Diploma- MRT	6	3		X	
Angie Cook-Smith	BA		1.5		X	
Bob Stalcup	Certificate- Massage Therapy	0.5	7	9	X	
Rita Streeval	Certificate-Allied Health	6	6		X	
Jennifer Weathers	AS		1.5		X	

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Lafayette, Northwest

Name of Program Veterinary Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 29, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to prepare students to enter into a career as a Veterinary Technician. The technician typically will conduct clinical work in a private practice under the supervision of a veterinarian - often performing various medical duties such as giving injections; taking x-rays; anesthetizing patients; offering post-operative care; cleaning teeth, and much more. The curriculum will cover all areas of animal patient care, from lab tests to radiology procedures and counseling for the care of sick animals, as well as preventive measures. Graduates are prepared and must sit for the State Board exam to become Registered Veterinary Technicians (RVT).

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Veterinary Technology

TOTAL COURSE HOURS: 102 Check one: **Quarter Hours** ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS260	Career Development	2
CPU200	Computers and Office Automation	4
CPU212	Word Processing	4
CSS100	Strategies for Success	5
KEY101	Keyboarding I	3
MAT110	Math for Medical Professionals	5
VET101	Laboratory Animal Science and Management	4
VET105	Introduction to Veterinary Technology	4
VET110	Animal Parasitology and Veterinary Nutrition	4
VET115	Veterinary Medical Terminology	4
VET120	Anatomy and Physiology of Animals	4
VET125	Anatomy and Physiology of Animals II	4
VET130	Veterinary Clinical Pathology	4
VET140	Animal Pharmacology and Calculations	4
VET150	Veterinary Medical Ethics and Office Management	4
VET200	Farm Animal Management and Exotics	4
VET210	Surgical Preparation, Assisting, and Lab Work	4
VET220	Veterinary Dentistry	4
VET230	Veterinary Technician Certification Review	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
VET240	Veterinary Anesthesia and Diagnostic Imaging	4
VET250	Animal Diseases and Immunology	4
VET260	Veterinary Technician Externship	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM105	Communications I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 87 / Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 15 / Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

LAFAYETTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net - Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library - Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

LAFAYETTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 4 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

NORTHWEST:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

NORTHWEST:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 3 **Full-time:** 3 **Part-time:** 0

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Muncie, Terre Haute, Indianapolis

Name of Program Systems Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 15, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as systems support personnel.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Systems Administration

TOTAL COURSE HOURS: 97 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$19,470

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS100	Principles of Business	5
BUS260	Career Development	2
COM206	Communication II	5
CSS100	Strategies for Success	5
ITS100	Introduction to Technical Computer Concepts	4
ITS105	Introduction to Electricity and Electronics	5
ITS115	Problem Solving	4
ITS150	Computer Systems & Emerging Technologies	5
ITS155	Computer Network Infrastructure	5
ITS200	Windows Administration	4
ITS205	*NIX Administration	4
ITS210	Macintosh Technologies	4
ITS215	Applied Server Technologies	4
ITS230	Strategies and Ethics for the IT Professional	4
ITS235	Security and Privacy	4
ITS270	Systems Administration Practicum	3
ITS280	Linux Administration Practicum	3
ITS285	Security Administration Practicum	3
MAT150	Math for IT Professionals	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MGT200	Management	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5

Number of Credit/Clock Hrs. in Specialty: 82 / _____ Percentage: 85%
Number of Credit/Clock Hrs. in General Courses: 15 / _____ Percentage: 15%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

MUNCIE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

TERRE HAUTE:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 290 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 12 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

TERRE HAUTE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANAPOLIS:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 5 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

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Instructor Qualification Records

**Indiana Business College
Anderson**

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College-Anderson Campus

Business Math
Fundamentals of Communication
Psychology
Presentation Skills
Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, Indiana	BS in Elementary Ed	1967	1971
Ball State University	Muncie, Indiana	MA in Elementary Ed	1971	1973
Ball State University	Muncie, Indiana	ED S in Education	1975	1981
Indiana University	Bloomington, Indiana	Work toward Doctorate	1990	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Anderson Community Schools	Anderson, Indiana	Elementary Teacher	1971	1978
Anderson Community Schools	Anderson, Indiana	School Principal	1979	1999
Anderson Community Schools	Anderson, Indiana	Director of Secondary Ed	1999	2001
Anderson Community Schools	Anderson, Indiana	School Principal	2001	2003

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Cox Dara Jo
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Strategies for Success

Psychology

Math Fundamentals

Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, Indiana	BS in History & Psychology	1980	1982
Indiana University	Bloomington, Indiana	courses toward degree	1977	1979
Education Methods Workshops	Indianapolis, Indiana	"Motivational Classroom" "Customer Service in the	2005	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Gill Brothers Furniture	Muncie, IN	General Ledger Accounting for 3 retail	1994	2002
Indiana Federal Credit Union	Muncie, IN	Branch Mgmt, loan approvals, supervision and	1987	1994
J.A.M. Consultants	Alexandria, IN	Mortgage Loan Sales	2003	2004
Indiana Business College	Anderson, IN	Admissions Rep	2004	2005

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Anderson

Word Processing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Maryland University College	Adelphi, Maryland	BS in Business & Mgmt.	1989	1994
American Intercontinental University	Hoffman Estates, Illinois	MBA--Business Admin MBA-Marketing	2003	2004
Certificates for completion of Education Methods	Indianapolis, Indiana	"Working With Difficult Students"	2005	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Office IT Manager	Church of God Headquarters, Anderson,	Authored database program, setup network	1994	1996
CRS Consulting	Highlands Ranch, CO	Educational & Business Consulting	2005	2005
Profit Key International	New Hampshire	Software Design	2002	2002
Great Marketing Ideas	Iowa	Account Rep.	2002	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Anderson

Word Processing
Business Communication
Sales
Marketing
Payroll/10 Key
Database
Computers and Office Automation
Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	BS in Psychology	1992	1999
Indiana Wesleyan University	Marion, IN	MBA	1999	2003
CBSD Module B-4	Anderson, IN	Develop A Lesson Plan Training for Student	2005	
Finish Line Manager In Training Program	Indianapolis, IN	Coursework for Management	2004	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Finish Line	Indianapolis, IN	Financial Accounting		
General Manager of Finish Line	Kokomo, IN	Store Operations		
Meridian Document Solutions	Indianapolis, IN	Account Executive	2003	2004
H & R Block	Bloomington, IN	Asst. District Manager	1999	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Fry	Marcia	Renee
	(Last)	(First)	(Middle)

Names of Courses Taught:	
---------------------------------	--

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Anderson	Office Management	9/1991	3/1994
The Cornerstone for Building Your Best	Indianapolis	In-Service	4/21/06	4/21/06
Managing the Adult Instructional Process	Indianapolis	In-Service	7/14/06	7/14/06
DISC	Anderson	In-Service	8/4/06	8/4/06
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Anderson	Administrative Assistant	3/1994	6/2006
Indiana Business College	Anderson	Director of Career Services	6/2006	Present
Pacific Institute	Anderson	Certificate on in-service	8/1998	8/1998

March 1st 1/11/07

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Godfrey Joan Sandra
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Anderson

Names of Courses Taught:

Fundamentals of Communication

Presentation Skills

Communications II

Strategies for Success

Customer Service

Keyboarding I

Keyboarding II

Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Wisconsin	Madison, WI	Elementary Education/Communications	9/66	6/70
Brown College of Court Reporting	Atlanta, GA	stenography; legal procedures and	9/77	12/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Roadway Global Air	Indianapolis, IN	customer service; data entry; international billing	4/94	12/95
USA Group	Indianapolis, IN	supervisory; clerical; data entry; quality control	1/92	11/93
Anderson Community Schools	Anderson, IN	administrative assistant to superintendent	8/84	2/87
Amtrak	Beech Grove, IN	stenographer for labor relations hearings	4/80	8/84

Joan S. Godfrey

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Nalywaiko	Jill	Ann
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Manage the Adult Instructional Process	IBC Anderson Campus	Improve teaching methods with adult students	7-17-2006	
Microsoft Word	self-taught	MS Word 2003 Expert Certification	9-12-2005	
The Pacific Institute	Indianapolis, IN	TPI strategies of positive thinking and growth	7-21-2005	7-23-2005
Taylor University	Upland, IN	BA In English	8-1998	5-2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Taylor University Career Development Ofc.	Upland, IN	Assisted students with resumes, interviewing	9-2000	5-2002
Brookville Comm. Schools	Brookville, OH	Tutored elementary and middle school children	2-2004	3-2004
SpringHill Camp 39	Freetown, IN	Taught horseback riding to campers	Summer 2002	Summer 2003

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College-Anderson Campus

Math Fundamentals
Fundamentals of Math
Spreadsheet
Computers and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Virginia Polytechnic Institute and State	Blacksburg, Va	BS in Electrical Engineering	1978	1983
Indiana Business College Education Methods	Anderson, IN	"Motivational Classroom" "INSPIRE Net Training"	2006	2006
Microsoft Office Expert Certification	Indianapolis, IN	Expert in Excel	2006	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Department of the Navy	New London, Connecticut	Electronics Engineer	1983	1990
Phillips Colleges (aka Parks Junior College)	Aurora, CO	Part time Instructor	1990	1992
Dental Systems Integration	Middletown, IN	Computer Engineer	2001	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Shank	Cheryl	Lynn
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Communication I
Marketing
Management
Principles of Business
Advertising

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Anderson University	Anderson, IN	BS in Organizational Leadership	1999	2001
Ball State University	Muncie, IN	courses toward degree	1967	1968
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Anderson University	Anderson, IN	Director of Conference and Performance Events	1988	present
L. Strauss	Indianapolis, IN	Manager, Castleton Branch	1986	1988

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: White Tammy
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Math Fundamentals

Communication I

Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Florida A & M	Tallahassee, FL	coursework toward degree	1986	1987
Ball State University	Muncie, IN	BS in General Business	1987	1990
Butler University	Indianapolis, IN	MBA	1992	1998
CBSD Module B-4	Anderson, IN	Completed workshop in methods "Develop a	2006	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
National City Bank	Anderson	Part time teller	2005	present
Fifth Third Bank	Lawrence, IN	Banking Center Manager	1999	2002
Peoples Bank & Trust	Indianapolis, IN	Sales Manager II	1998	1999
National City Bank	Anderson, IN	Branch Manager II	1990	1997

Instructor Qualification Records

Indiana Business College
Columbus

March 2007

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Crader Dianne L
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Communications--COM105, COM206

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ashland University	Columbus, OH	Education	1999	2003
Ohio State University	Newark, OH	Education	9/1994	6/1998
Ashland University	Columbus, OH	Masters In Education	2003	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Jennings County Schools	North Vernon, IN	Substitute Teachers	02/2006	Present
Bartholomew County Schools	Columbus, IN	Teacher	08/2005	11/2005
Southwest Licking Schools	Pataskala, OH	Teacher	8/2004	6/2005
Millersport Elementary	Millersport, OH	Teacher	12/1999	6/2004

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Cummings Laura E
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Com090

Customer Service

Math 095/120

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	B.A. English	1991	2003
International Business College	Fort Wayne, IN	Diploma-Private Secretarial	1968	1969
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Purdue University	West Lafayette, IN	Secretary to 7 professors	1997	2003
Duke Energy	Lafayette, IN	Secretary to Industrial Power, Sales, Attica	1981	1997

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Columbus, IN	Accounting/Management	9/2002	9/2004
Ivy Tech	Columbus, IN	Accounting	1988	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Diamet Corporation	Columbus, IN	Accounting Supervisory	11/1998	Present
Eagle International	Carmel, IN	Accounting Supervisory	5/1983	1/2002

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Darlage Vincent Neal
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Accounting I

Intermediate Accounting I (classroom and online)

Economics

Business Math

Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
NAU	Online	Business	01/02/06	Present
Indiana University	Bloomington, IN	Accounting	1992	1994
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Royalty Companies	Seymour, IN	Accounting	2000	2001
Regal Industries	Crothersville, IN	Sales, Marketing	1999	2000
Maxim Trucks	Scipio, IN	Accounting	1997	1999
E&C Companies	Columbus, IN	Management, Customer Service	1995	1997

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Hauersperger Len J.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

ACC101

ACC102

MAT105

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Indianapolis	Indianapolis, IN	Business MBA	1991	1993
IUPUI	Indianapolis, IN	Accounting BS	1987	1988
Indiana University	Bloomington, IN	Business Management BS	1977	1981
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
J.C Rentals	Seymour, IN	Accountant/Manager	1990	Present
Minact	Taylorsville, IN	Accounting Supervisor	1990	1992

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Hodapp	David	J.
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

MGT200

BUS203

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	BA, Marketing, Sales, Promotion	9/1988	12/1991

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Centra Credit Union	Columbus, IN	Financial	2/2006	Present
Acra Automotive	Columbus, IN	Sales, Accounting, Inventory, Customer	12/1995	11/2005
Farm Bureau Insurance	Columbus, IN	Sales, Customer Service	1/1992	12/1998

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

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NAME: Moss Charlotte Lynn
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Anatomy and Physiology I & II

Customer Service

Pathophysiology

MOA

Medical Terminology

Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Columbus, IN	Bachelors Degree Business	2001	2003
IUPUC	Columbus, IN	Associate's Degree General Studies	1990	1996
IVYTech	Columbus, IN	Practical Nursing Technical Certificate	1980	1981
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Tara Treatment Center	Franklin, IN	nurse and counselor	1988	2004
Quince	Columbus, IN	mental health technician	1992	1992
Koala	Columbus, IN	LPN	1984	1988
Columbus Regional Hospital	Columbus, IN	LPN	1981	1984

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

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NAME:	Mount	Lorie	R
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

CS5101

COM090

COM105

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Bloomington/New Albany, IN	Elementary Education	1996	2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Jennings County Schools	North Vernon, IN	Teacher 1-6	2001	Present
Small Business Owner	Scottsburg, IN	Co-owner	2001	2003
G H Bass & Co.	Edinburgh, IN	Management	1996	1999

INDIANA COMMISSION ON PROPRIETARY EDUCATION

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Sanders Deborah Mae
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Keyboarding 1, 2, 3

Principles of Business

Com 105

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southeast Missouri State University	Cape Girardeau, MO	Bachelor of Science In Business Education	9-68	5-73
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Substitute Teacher	Nashville, TN	Substituted in grades 1-12	9-94	3-99
Substitute Teacher	Portageville, MO	Substituted in grades 1-12	9-82	5-85
Teacher	St. Louis, MO	Taught business classes at a Private Business	9-77	5-80
Administrative Support/Payroll Officer	Jefferson City, MO	Provided support and prepared payroll for State	5-80	2-82

INDIANA COMMISSION ON PROPRIETARY EDUCATION

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Snoddy Jennifer Rebecca
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

KEY 101 - Keyboarding One

CPU 200 - Computers & Office Automation

CPU 212 - Word Processing

CPU 230 - Database

MAT 095 / MAT 102 - Fundamentals of Mathematics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, Indiana	Radio - Tv - Film / Computer Science	08/93	12 / 2000
Microsoft Office Specialist - Master Instructor	Certification			
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech State College	Terre Haute, Indiana	Instructor	Sept. 01	Sept. 03
Manpower Staffing	Terre Haute, Indiana	Trainer	Aug. 2000	Aug. 2002
Clay Community Schools	Brazil, Indiana	Software Technician / Trainer	Sept. 2002	Aug. 2005

Instructor Qualification Records

**Indiana Business College
Evansville**

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Carpenter John C.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Keyboarding I; Computers and Office Automation; Business Math; Management;
Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southwest Baptist University	Bolivar, MO	BS Computer Science	8/1992	5/1997
University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Crowe	Lindsey	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Business Math; Principles of Business; Communications II; Sales; Economics; Spreadsheet

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of So. Ind	Evansville, IN	Masters of Business	1/2003	5/2005
Kentucky Wesleyan Coll.	Owensboro, KY	BS Business Administration	8/2001	12/2003
Madisonville Com Coll.	Madisonville, KY	Business	1/2000	5/2000
University of So. Ind	Evansville, IN	Occupational Therapy	8/1999	12/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Loan Processor	5/2005	9/2006
Old National Bank	Evansville, IN	Post Closing Specialist	8/2003	5/2005
First United Bank	Madisonville, KY	Teller/receptionist	5/2000	8/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Ettensohn	Tracie	Renee
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis, IN	Quarterly Seminars on Career Development	2000	Present
Murray State University	Murray, KY	Merchandising/Marketing	1987	1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Evansville, IN	Instructor for Career Development	2000	Present
Indiana Business College	Evansville, IN	Associate Director of Admissions	1997	2000
KMart Corp	Henderson, KY	Management	1991	1997

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Harper-Sperry Angela R.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Management; Customer Service; Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	BS Management BS Accounting	8/1985 8/1985	5/1988 12/1987
Southeastern Illinois College	Harrisburg, IL	AS Accounting	1/1983	5/1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
The Rehabilitation Center	Evansville, IN	Oversee all Accounts	1987	Present
National City Bank	Norris City, IL	Teller	1985	1987
National City State Bank	Norris City, IL	Teller/Bookkeeper	1983	1985

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Computers and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Wright State University	Dayton, OH	Business Education	9/1978	12/1981
New Hanzons	Dayton, OH	Microsoft Office MOS	2001	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Senior Network Analyst taught employees at Miami Valley to use Microsoft Office products word, excel and access	Miami Valley Hospital, Dayton, OH	Worked as hospital network analyst	8/1985	10/2006

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Kolich Kevin Anthony
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Names of Courses Taught:

Keyboarding I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ivy Tech College	Evansville, IN	EMT	1987	1988
College of Wooster	Wooster, OH	PE/Biology	1974	1978
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Bryan College	Springfield, MO	MPC/instructor	2003	2006
Indiana Business College	Evansville, IN	MPC/instructor	1994	2003
St. Mary's Medical Center	Evansville, IN	Emergency Room EMT	1988	1998

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Riley	Patrick	Michael
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Business Math; Keyboarding I; Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	BS Accounting	1970	1973
University of Evansville	Evansville, IN	MBA Business	1976	1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Arkla Industries	Evansville, IN	Budget Manager	1973	1978
Peabody Coal Company	Evansville, IN	Accounting Manager	1978	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Communications I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of So. Indiana	Evansville, IN	English/Journalism	1993	1997
IUPUI	Indianapolis, IN	Library Science	2001	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Conduct tours and public speaking about	Evansville, IN	Willard Library Children's Librarian	1999	2007
library resources				
Bamberger, Foreman Oswald, and Hahn	Evansville, IN	Law Librarian	1999	2001
Evansville Courier	Evansville, IN	Copy editor	1998	1999

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Walton Amanda S
(Last) (First) (Middle)

Names of Courses Taught:

Presentation Skills; Management; Business Math; Customer Service; Keyboarding I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland City University	Oakland City, IN	MS in Management	1/2002	9/2003
University of Southern Indiana	Evansville, IN	Communications & Advertising	8/1995	5/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Mortgage loan closing & origination	7/2003	9/2005
Hope of Evansville	Evansville, IN	Housing Rehab	5/2002	7/2003
WIKY	Evansville, IN	Radio Promotions	12/1999	7/2001

Instructor Qualification Records

Indiana Business College
Fort Wayne

March 2007

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: **Brown** **David** **W.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College - Fort Wayne**

Specific Courses that You Teach in Program:

Advanced Composition, Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	ABD, EdD	1988-1999
Indiana University	Fort Wayne, IN	MS / Education Supervision	1986-1988
University of Maryland	College Park, MD	Business Administration	1977-1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education,	09/2006 - Present
TriState University	Angola, IN	Campus Director, Professor of Business	2001-2006
Magnetek	Fort Wayne, IN	Manager of Education & Training	1993-2001

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomson Education Direct	Scranton, PA	Diploma – Computer Graphic Artist	1999-2003
Indiana University / Purdue University	Fort Wayne, IN	BA- Interpersonal and Public Communication	1987-1995
Indiana University / Purdue University	Fort Wayne, IN	AAS- Nursing	1979-1983
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	09/1999 - Present
International Business College	Fort Wayne, IN	Instructor	1995-1999
Lutheran Hospital	Fort Wayne, IN	Nursing- Health Education Public Speaker	1983-1996

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Bowman Allan L.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Income Tax, Database, Accounting I, Sales, Computer and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Air Force Institute of Technology	Dayton, OH	MS-Management	1974-1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
DO McCombs and Sons	Fort Wayne, IN	Family Counselor	12/2004-12/2006
Boy Scouts of America	Fort Wayne, IN	Operations / Program Director	1999-2004
Michiana College	Fort Wayne, IN	Instructor	1998-1999
Ash Brokerage	Fort Wayne, IN	Chief Financial Officer	12/1995-3/1998

COMMISSION ON PROPRIETARY EDUCATION

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NAME: **Hathaway** **Thomas** **H.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College - Fort Wayne**

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

COMMISSION ON PROPRIETARY EDUCATION

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NAME: **Hatfield** **Lynda** **R.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College - Fort Wayne**

Specific Courses that You Teach in Program:

Pharmacology, Anatomy & Physiology II, Medical Law & Ethics, Professional Perspectives, Math for Medical Professionals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomson Education Direct	Scranton, PA	Diploma – Computer Graphic Artist	1999-2003
Indiana University / Purdue University	Fort Wayne, IN	BA- Interpersonal and Public Communication	1987-1995
Indiana University / Purdue University	Fort Wayne, IN	AAS- Nursing	1979-1983
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	09/1999 - Present
International Business College	Fort Wayne, IN	Instructor	1995-1999
Lutheran Hospital	Fort Wayne, IN	Nursing- Health Education Public Speaker	1983-1996

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Bowman Allan L.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Income Tax, Database, Accounting I, Sales, Computer and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Air Force Institute of Technology	Dayton, OH	MS-Management	1974-1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
DO McCombs and Sons	Fort Wayne, IN	Family Counselor	12/2004-12/2006
Boy Scouts of America	Fort Wayne, IN	Operations / Program Director	1999-2004
Michiana College	Fort Wayne, IN	Instructor	1998-1999
Ash Brokerage	Fort Wayne, IN	Chief Financial Officer	12/1995-3/1998

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Fort Wayne, IN	BS, Business Administration	1994-2002
Indiana Institute of Technology	Fort Wayne, IN	MBA	1998-2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	04/2005 - Present
Specialty Entrance Technologies	Ossian , IN	Business Consultant	4/2004-Present
Michiana College	Fort Wayne, IN	Instructor	6/2002-8/2004

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Kent State University	Kent, OH	BS, Business Administration	1970-1974
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	01/2003 - Present
HASS Door	Bryan, OH	Controller, GM	1989-1999
Michael Lewis CPA	Bryan, OH	Self Employed Consultant	1984-1989

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Bleeke Kathy K.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS, Business Administration	9/1991-8/1994
International Business College	Fort Wayne, IN	AS, Business Administration	5/1998-4/1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, In	Instructor	05/2004-Present
International Business College	Fort Wayne, IN	Instructor	9/1191-8/1994
Hanson Aggregates	Fort Wayne, IN	Sales, Customer Relations	1987-2001

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Bleeke	Kathy	K.
	(Last)	(First)	(Middle)

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS, Business Administration	9/1991-8/1994
International Business College	Fort Wayne, IN	AS, Business Administration	5/1998-4/1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, In	Instructor	05/2004-Present
International Business College	Fort Wayne, IN	Instructor	9/1991-8/1994
Hanson Aggregates	Fort Wayne, IN	Sales, Customer Relations	1987-2001

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Rathburn Christine A.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Customer Service, Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomas M. Cooley Law School	Lansing, MI	Juris Doctorate	5/1999-1/2003
Indiana University	South Bend, IN	Bachelor General Studies	1994-1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education, Director of Education	09/2004 - Present
Michiana College	Fort Wayne, IN	Instructor	2002-2004
Rochester / Logansport Community Schools	Rochester, Logansport, IN	Substitute Teaching	1998-1999

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: **Sattison** **Daniel** **M.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Fort Wayne, IN	BS- Education	1993-1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, DOCS	10/2004-Present
Michiana College	Fort Wayne, IN	Instructor, Registrar	10/1999-8/2004
West Noble HS	Ligonier, IN	Teacher	9/1998-6/1999
Prairie Heights Middle School	LaGrange, IN	Teacher	09/1997-06/1998

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Hathaway Thomas H.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Smith
(Last)

Greg
(First)

D.
(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Intermediate Accounting II, Payroll / 10 Key, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Manchester College	North Manchester, IN	BA- Accounting	1987-1991
Certified Public Accountant		Accounting	Exp 2009
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	01/2003-Present
Greg Smith, CPA	Fort Wayne, IN	Consulting work	2002-present
Foellinger Foundation	Fort Wayne, IN	Controller	1990-2002

COMMISSION ON PROPRIETARY EDUCATION

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NAME: **Strodtbeck** **Josh** **P.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Rose Hulman	Terre Haute, IN	BS-Math	09/1999-05/2003
University of Kentucky	Lexington, KY	MA- Math	09/2003-04/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
University of KY	Lexington, KY	Instructor	08/2003-05/2006
Construction	Terre Haute, IN	Apprentice	06/2002-08/2002
GroundKeeper	Indianapolis, IN	Landscaping	06/2001-08/2001

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Dawson

Grant

A

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that you Teach in a Program: Business Administration - Marketing

BUS200 Fundamentals of E-Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001 2004
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Self Employed	Indianapolis	IT Consulting	04 12/05
Stafford Research	Indianapolis	IT support	2004 2005
GT Computers	Indianapolis	IT Support	2000 2004

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

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NAME: Dawson

Grant

A

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that you Teach in a Program: Business Administration - Marketing

BUS200 Fundamentals of E-Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001 2004
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Self Employed	Indianapolis	IT Consulting	04 12/05
Stafford Research	Indianapolis	IT support	2004 2005
GT Computers	Indianapolis	IT Support	2000 2004

Instructor Qualification Records

Indiana Business College
Indianapolis

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	BS	9/86 to 5/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Charter One Bank	Indianapolis, IN	Vice President	2003 to Present
Union Planters Bank	Indianapolis, IN	Vice President	9/91 to 2003
Empowerment Specialist	Indianapolis, IN	Owner	2/02 to Present

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Bray,	Ernest	L.
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Finance
CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed -- May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed – May, 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2nd mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Brown,

Paulette

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration – Marketing
CSS100 Strategies; COM206 Communication II; COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

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NAME: Chilton, Edith M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
BUS100 Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
Central State U	Wilberforce, OH	Bus Mgmt	9/78	6/82
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Safeco Insurance	Indianapolis, IN	Finance	7/98	5/04
IBC	Indianapolis, IN	Instructor	9/95	12/97
Equity Finance	Carmel, IN	Finance	10/94	9/95

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Dawson

Grant

A

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration – Marketing

BUS200 Fundamentals of E-Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001 2004
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Self Employed	Indianapolis	IT Consulting	04 12/05
Stafford Research	Indianapolis	IT support	2004 2005
GT Computers	Indianapolis	IT Support	2000 2004

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Denehie Elizabeth Littlejohn
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Help Desk Administration
BUS260-Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	General Studies, special education	1990	1994
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Substitute teacher	Fayetteville, NC Terre Haute, IN	Teacher	1999	2003
Sylvan Learning Center	Fayetteville, NC	Teacher	2000	2001
School for the Deaf	Indianapolis, IN	Teaching practicum	9/1991	12/1991

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

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NAME: Farmer, Belinda Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College ~ Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing
BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College – Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Heavin, Diane M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
KEY101 Keyboarding I; BUS230 Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////	////////////////////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

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NAME: Henn,
(Last)

Sharyn
(First)

Rose
(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Business Administration - Marketing
COM206 Communication II; COM105 Communication I; COM09 Fundamentals of Communication;
MAT105 Business Math; MAT095 Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Nazareth College	Kalamazoo, MI	Sociology major w/psychology and education minors	8/68 to 12/71
Western Michigan University	Kalamazoo, MI	Educational Leadership	8/72 to 8/78
ESL Certification	Texas	Jr. high and adults	1978 to 1979
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Academic Advisor	Greenwood, IN	Adult students in Distance Learning	1/06 to 3/06
GED & ESL Teacher	Normal, IL	Created individual programs for students	10/01 to 10/03
Middle School Teacher	Plano, TX	ESL and substitute	11/97 to 7/01

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Newton
(Last)

David
(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Help Desk Administration

ITS100 Introduction to Technical Computer Concepts; ITS105 Introduction to Electricity and Electronics; ITS115 Problem Solving; ITS150 Computer Systems & Emerging Technologies; ITS155 Computer Network Infrastructure; ITS165 Help Desk Procedures; ITS200 Windows Administration; ITS210 Macintosh Technologies; ITS220 Troubleshooting; ITS230 Strategies and Ethics for the IT Professional; ITS235 Security and Privacy; ITS250 CompTIA A+ Practicum; ITS255 CompTIA Network+ Practicum; ITS260 MCDST Practicum; ITS285 CompTIA Security+ Practicum

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Business College	Terre Haute	Networking	1/00 to 9/00
Indiana Business College	Terre Haute	MCSE	1/00 to 9/00
Indiana Business College	Indianapolis	Computing Essentials	9/00 to 1/07
Indiana Business College	Indianapolis	Home Technology Integration	9/03 to 1/07
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Mike's Computer Co.	Clinton	PC Repair	3/97 to 3/00
Mike's Motor Co.	Line Tech	Automotive Computer Repair	1991 to 3/00

COMMISSION ON PROPRIETARY EDUCATION

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NAME: **Plunkett** **Anthony**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College** - *Indianapolis*

Specific Courses that You Teach in Program: **Business Administration - Marketing**
BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. - Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications - Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing -Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Robinson,

Alberta

Elizabeth

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Business Administration – Marketing
ACC101 Accounting I; ACC102 Accounting II; ACC202 Cost Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR'S QUALIFICATION RECORD

DATE _____

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NAME: Sweitzer

Scott

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: CISCO

CIS160 Cisco I; CIS200 Cisco II; CIS205 Cisco II Lab; CIS220 Cisco III; CIS225 Cisco III Lab; CIS230 Cisco IV; CIS235 Cisco IV Lab; ITS150 Computer Systems & Emerging Technologies; ITS230 Strategies and Ethics for the IT Professional; ITS250 Hardware Technologies Practicum

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana State University	Terre Haute, IN	English	1995 1996
University of Illinois	Champaign, IL	Rhetoric	1989 1993
Microsoft Certified Professional	Terre Haute, IN	NT Server, Workstation, Win 95	1995 1995
A+ Technician	Terre Haute, IN	DOS/Windows	1996 1996
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IT Program Coordinator, IBC	Indianapolis	CISCO A+	2002 2005
IT Program Director/Instructor, IBC	Indianapolis	CISCO Network+ and I Net	2001 2002
IT Instructor, IBC	Indianapolis	CISCO, Computing Essentials	2000 2000

I certify that the above information is correct to the best of my knowledge.

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Temple Diana M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration – Marketing
CSS100 Strategies; SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Wesselman	Charles	Edward
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration - Marketing
CPU200 Computers and Office Automation; CPU212 Word processing; CPU220
Spreadsheets; CPU230 Database; COM105 Communication I

I certify that the above information is correct to the best of my knowledge.

DATE _____

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976
University of Indianapolis	Indianapolis, IN	MBA	1983 to 1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99

Instructor Qualification Records

**Indiana Business College
Lafayette**

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Borisenko	Sandra	L
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Busienss College - Latayette

Accounting I, Accounting II, Corporate Accounting, Cost Accounting, Introduction to Finance,
Principles of Banking, Interpreting Financial Statements, Payroll/10-Key

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	Hammond, IN	Accounting	8/96	12/00
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech Community College	Gary, IN & Lafayette, IN	Teaching	8/03	8/06
Sawyer College	Merrillville, IN	Teaching	4/03	7/03
AGA Gas Inc	Lansing, IL	Accounting	1988	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Business Law, Communication I, Communication II, Human Resource Law,
Presentation Skills, Principles of Business, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	W. Lafayette, IN	Org. Communications	8/96	12/05
Western State University	Fullerton, CA	Law	8/82	5/88
Western State University	Fullerton, CA	Business Administration	8/12	5/88
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Dilley & assoc.		Attorney	11/90	12/01

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Latayette

Advertising, Career Development, Marketing, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Marketing	8/92	12/96
Purdue University	West Lafayette, IN		8/88	5/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor, placement	6/04	Present
Irvin Concrete Products	Lafayette, IN	Sales		
Hawkins Outdoor	Lafayette, IN	Sales	7/02	10/03
Journal and Courier	Lafayette, IN	Sales	1/97	9/00

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Computers and Office Automation, Word Processing, Spreadsheets, Database

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Lafayette, IN	Microsoft Network Administration	10/99	7/01
Ivy Tech State College	Lafayette, IN	Computer Information Systems	1/96	5/97
Purdue University	West Lafayette, IN	Restaurant, Hotel & Institutional Management	6/70	5/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	1/98	Present
Ivy Tech State College	Lafayette, IN	Instructor	8/98	5/99
Sorrento's Restaurant	West Lafayette, IN	Management	4/91	4/95

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Business Office Procedures, Keyboarding I, Management, Communication II,
Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Marion, IN	Business Administration	7/05	Present
Northwood University	Midland, MI	Management	2/99	7/00
Indiana Business College	Lafayette, IN	Office Systems Management	9/95	12/96
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Purdue University	West Lafayette, IN	Financial aid processing	1/02	9/06
Purdue University	West Lafayette, IN	Secretarial support	8/97	1/02
Purdue University	West Lafayette, IN	Clerical	12/96	8/97

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College ~ Latanette

Communication I, Communication II, Presentation Skills, Strategies for Success.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
North Central College	Naperville, IL	Organizational Communication	8/89	6/92
College of DuPage	Glen Ellyn, IL	Liberal Arts	9/88	3/90
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	1/00	Present
International Business College	Ft. Wayne, IN	Instructor	5/96	5/99
Ace Hardware	Oak Brook, IL	Meeting coordinator	1/95	1/96
Ace Hardware	Oak Brook, IL	Billing	2/93	1/95

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Latanette

Training & Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Indianapolis, IN	Business, Human Resource Management	1/89	6/97
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	9/97	Present
R.R. Donnelley & Sons	Crawfordsville, IN	Billing & accounting	6/88	12/97
U.S. Army	Ft. Sam Houston, TX	Administration	8/85	5/88

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Wolpert	Tracey	A
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Lafayette

Accounting I, Accounting II, Corporate Accounting, Cost Accounting, Business Math,
Payroll/10-Key

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Saint Mary-of the Woods College	Saint Mary-of-the Woods, IN	Accounting	8/77	5/81
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Self Employed	Lafayette, IN	Tutoring math & accounting	8/01	Present
Lafayette School Corporation	Lafayette, IN	Teaching	11/00	5/01
St. Vincent New Hope	Indianapolis, IN	Financial operations	1897	1989
St. Vincent Hospital	Indianapolis, IN	Auditing	1886	1987

Instructor Qualification Records

Indiana Business College
Marion

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Key I & II, Comm I, II & III

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Masters in Education	1995	1996
Ball State University	Muncie, IN	Masters in Education	1985	1997
Ball State University	Muncie, IN	Masters in Education	1968	1999
Marion College	Marion, IN	Elementary Education	1964	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
Indiana Business College	Marion, Indiana	Director of Education	1997	1999
Indiana Business College	Marion, Indiana	Instructor	1986	1997
Marion Community Schools	Marion, Indiana	Substitute	1985	1986

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Communications I, II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	Music	1965	1971
Indiana Wesleyan	Marion	Music, English	1959	1963
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion Schools	Marion, IN	Teacher	8/98	Present
Indiana Business College	Marion	Instructor	1997	1998
Credit Bureau, Marion	Marion	Sales	1995	1998

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Kolb Holly Colleen
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

BUS 206 Career Development, Com105 Communications

CSS101 Customer Service, CSS100 Strategies, KEY 101 Keyboarding I,

SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion	Communications Bachelor of Science	9/1992	12/1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Chronicle-Tribune/Gannett Newspapers	Marion, IN	Advertising Sales	05/05	9/06
Indiana Business College	Marion, IN	Senior Admissions Representative (Sales)	04/03	9/04
Indiana Business College	Marion, IN	Director of Career Services	7/02	04/03
East Central Opportunities	Muncie, IN	Employer Services Representative	3/00	7/02

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Lindberg	Jeffrey	W
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

Management, Sales, Psychology, Marketing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978
Central Michigan University	Mt Pleasant, MI	MBA Marketing	1978	1980
Central Michigan University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
EDS Leadership Development	Southfield, MI	Trainer/Needs Analysis	1985	1987
Private Practice	Carmel, IN	Therapist	1993	1999
Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998
Conseco, Inc	Indianapolis, IN	AVP, Health/Life	1999	2000

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Management, Marketing, Sales, Accounting I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Kokomo, IN	MBA	8/2003	05/2005
Purdue University	West Lafayette, IN	BS	8/1992	5/1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Sysco Food Services	Indianapolis, IN	Food Sales & Marketing	2/2005	Current
Hormel Health Labs	Austin, MN	Nutritional Products Sales and Marketing	7/2002	2/2005
Hormel Foods International	Austin, MN	Foodservice Sales & Marketing	4/2000	7/2002
Hormel Foods International	Austin, MN	Food Marketing & Product Development	11/1999	4/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Comm I & II, Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie Indiana	MA-Mathematics	1995	1998
Taylor University	Upland, Indiana	BS-Mathematics	1968	1972
Indiana Business College	Marion, Indiana	Microsoft Office 2003-Master	2005	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
St.Paul School	Marion, Indiana	Math Teacher	1998	1999
Indiana Business College	Marion, Indiana	Instructor	1995	1998
St. Paul/Bennett School	Marion, Indiana	Math Teacher	1990	1993

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vermillion Ron L
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Indiana	Business Ed	8/87	12/92
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion Schools	Marion, IN	Teacher	8/2001	Present
Wabash Schools	Wabash, IN	Teacher	8/1996	8/2001
Chatard High School	Indianapolis, IN	Teacher	8/1994	9/1996
Indiana Business College	Marion, IN	Instructor	6/1993	9/1994

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vires Vanessa R
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

Medical Math, Medical Terminology, Accounting I, II, Cost Accounting, Intermediate Accounting
I and II, Tax Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bradner Health Village	Marion, IN	CNA	1990	1991
Ivy Tech Marion	Marion, IN	QMA	1992	1993
Indiana Business College	Marion, IN	Bus Adm-AAS	2001	2003
Northwood Institute	Midland, MI	BBA, Bus Adm	2004	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Patient Care	Marion, IN	CAN/QMA	1990	1991
Patient Care	La Fountain, IN	CAN/QMA	1994	1995
Patient Care	Marion, IN	CAN/QMA	1992	1993
Patient Care	Marion, IN	CAN/QMA	1995	1999

Instructor Qualification Records

Indiana Business College
Medical (Indianapolis)

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - ~~Miami~~

COM 105 Communication I

COM200 Professional Perspectives

SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis, IN	Communication Studies	2000	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
IUPUI Speaker's Lab	Indianapolis, IN	Student Mentor	2002	2005
Perry Meridan M.S. Speech Coach	Indianapolis, IN	Assistant Coach	1999	2000

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. *

NAME OF INSTITUTION: Indiana Business College - ~~W. A. R. C. N.~~

Names of Courses Taught:

Anatomy & Physiology I & II, Pathophysiology, Pharmacology, Medical Law and Ethics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis	Medical Assisting	4/98	12/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Southwest Health Center	Indianapolis, IN	Medical Assisting, Vitals, blood draws, charting	10/02	3/06
Indianapolis Endocrinology	Indianapolis, IN	Medical Assisting, Vitals, finger sticks, scheduling	1/00	10/02
Indiana Business College	Indianapolis, In	Instructor	9/05	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical Campus

PHY102 Anatomy & Physiology I

PHY103 Anatomy & Physiology II

MAA115 Clinical I

MED114 Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Professional Careers Institute	Indianapolis, In	Medical Assisting	1997	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
McPike Medical Management	Indianapolis, IN	Back office Medical Assistant	1998	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Brennan Maureen (Middle)
(Last) (First)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

MAT110 Math for Medical Professionals

CPU200 Computers and Office Automation

MED121 Medical Office Software

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
ITT Technical Institute	Indianapolis, In	Manufacturing, Engineering	1982	1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Substitute Instructor, IPS	Indianapolis, IN	Education of all grade/levels	1995	Present

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Collins Machele K
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Medical

Names of Courses Taught:

ICD-9, CPT Coding, Basic Health Insurance, Advanced Coding, Medical Billing and Health
Claims Examination

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis	Health Claims Examiner	1999	2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
J.F. Molloy and Associates	Indianapolis, In	Process Medical Claims, training, customer service	2000	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	Psychology	8/97	8/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ajlon Fiance	Indianapolis, In	Interviewing, reviewing resumes	3/04	8/04

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Frapwell	John	A
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical

Fundamentals of Math, Fundamentals of Communication, Strategies for Success,
Customer Service, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, IN	BS. Business Administration	8/64	6/68
		Major in Management and Marketing		
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Nice-Pak Products	Mooresville IN	Department Supervisor	8/95	6/02
Associated Medical	Indianapolis	Material manager	12/93	1/95
John Frapwell Consulting	Milwaukee/Indianapolis	independent Consultant	11/91	12/93
Sanofi	Waukesha, WI	Director Materials	10/86	10/91

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Hinkle Karrie V
(Last) (First) (Middle)

Names of Courses Taught:

INS215 Medical Billing and Health Claims Examination

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis, IN	Health Claims Examination	2000	2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
CPW Billing Office	Indianapolis, In	Billing Office OBGYN	2002	present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Huggins	Tammi	Anne
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

General Chemistry, Strategies for Success, Customer Service, Fundamentals of Math,
Anatomy & Physiology I, Anatomy & Physiology II, Communications I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis	Pharmacy Technology	3/05	5/05
ISU	Terre Haute	PhD Leadership Admin.	8/97	5/01
YSU	Youngstown	MS Biology	4/80	8/82
Clerion University	Clerion PA	BS Sec. Education BS Science	8/75	8/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech	Gary, Valapariso	Teaching A&P, Med. Term.	1/95	5/99
South Suburban college	South Holland, IL	Teaching B.O. Human Body, Strategies	8/88	5/94
Niles McKinley High School	Niles, OH	Teaching chemistry, physiology, biology	8/79	6/86
Sylvan Learning Center	Niles OH	Tutored reading and Algebra	9/86	6/88

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Johnson	Tina	Louise
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus**Names of Courses Taught:**

MED106 Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
East Carolina University	Greenville, NC	Marriage and Family Therapy	2000	2002
Virginia Tech	Blacksburg, VA	Human Services	1996	2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Psychology	IBC	Have been a therapist for over 4 years	10/06	present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	McRae	Althea	L
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical

Names of Courses Taught

KEY101 Keyboarding I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Marion, IN	Org. Leadership	1995	1996
Sinclair Community College	Dayton, OH	Word Processing Executive Secretary	1985	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Eli Lilly Company	Indianapolis, IN	Tmg. Delivery and Creation	1995	present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Ray	Kristina	Lynne
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Bachelor of Science	8/98	6/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ann Taylor Loft	Indianapolis, In	Sales Associate/Customer Service	9/03	1/04
Decker, Lawyer and Maynard	Anderson, IN	Paralegal	6/03	9/03
Federated Insurance	Indianapolis, IN	Claims Representative	9/02	3/03
Ball State Student Legal Services	Muncie, IN	Legal Secretary	5/01	5/02

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Robertson	Linda	A
	(Last)	(First)	(Middle)

Names of Courses Taught:

[illegible]

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Miami Valley of Hospital School of Nursing	Dayton, OH	Nursing	1966	1969
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Community Phys. for Women	Indianapolis, IN	RN Back Office	1/91	1/06
School System for Ft. Leonard Wood	Leonard Wood, MO	School Nurse	1972	1973
St. Luke Hospital	Ft. Thomas, KY	Staff Nurse	1971	1972
Central Baptist Hospital	Lexington, KY	Charge Nurse	1970	1971

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical

Clinical I & II, Pathophysiology, Pharmacology, Medical Terminology, Laboratory Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Professional Careers Institute	Indianapolis, In	Medical Assisting	1984	1984
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Frank Lloyd, JR. MD	Indianapolis	Medical Assistant	2000	Present
Debra Carter-Miller	Indianapolis	Medical Assistant	1990	2000
Midwest Career College	Indianapolis	MA Instructor	1992	1992
Professional Careers Institute	Indianapolis	MA Instructor	1989	1991

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Simmons Shawna M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Medical

Basic Insurance, Advanced Coding, Diagnostic Coding, Procedural Coding.

Medical Billing and Health Claims Examination

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis	Medical Records Technology	1996	1998

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
MMG	Indianapolis, In	Front Desk, chart work, Coding	1999	2001
Orthopedic Of Indy	indianapolis, In	Updating chart info, use ICD-9	1999	1999

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Certified Massage Therapy	Indianapolis, In	Therapeutic Massage	12/01	12/02
Theory & Practice Therapeutic Massage	Indianaoplis	Therapeutic Massage	2/01	11/01
Microsoft Word and Excel	Navy	Microsoft	8/99	1/99
Instructor Training	Naval Submarine Center	Instructor Proficiency	11/91	12/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Instructor	U.S. Navy	Classroom Lab and Field	12/91	1/00

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical

Anatomy & Physiology I & II, Medical Terminology, Medical Law and Ethics

Customer Service, Medical Office Administration, Strategies for Success, Medical Records

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Aristotle Medical College	Indianapolis IN	Medical AHA	1986	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
EDS	Indianapolis, In	Customer Service	1993	2001
IU Medical Center	Indianapolis, In	Cash App. Spec./Rad. Sec.	1987	1993
Aristotle Medical Center	Indianapolis IN	AHA Instructor	1990	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Phy102 Anatomy & Physiology
PHY103 Anatomy & Physiology II
MAA115 Clinical I
MAA215 Clinical II
MED121 Medical Office Software
MED232 Health Information Management
MED230 Medical Records
MED101 Medical Terminology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
National College of Business Technology	Louisville, KY	Medical Assisting	8/98	2/00
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Professional Careers Institute	Indianapolis, IN	Medical Instructor	7/02	7/03
Virginia Career Institute	Virginia Beach, VA	Medical Instructor	8/05	6/06N

Instructor Qualification Records

Indiana Business College
Muncie

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Chapman	Amber	Dawn
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

Business Math, Fundamentals of Math, Math for Medical Professionals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU East	Richmond, IN	Nursing	1995	1999
Ball State Univ	Muncie, IN	Education	1999	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Muncie Comm Schools	Muncie, IN	Teaching	2005	2006
Delaware Comm Schools	Muncie, IN	Teaching	2005	2006
Assoc. in Women's Health	Muncie, IN	Medical Admin	1994	2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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Gerber, Cynthia F.

/INDIANA BUSINESS COLLEGE

- Muncie

Name (Last, First, Middle)

Name of Institution at which you teach

Software Integration, Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance	
			FROM	TO
Ball State University	Muncie IN	B.S. Management	Sep 80	May-85
Ball State University	Muncie, IN	B.S. Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of Experience	Employment	
			FROM	TO
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present
Indiana Business College	Muncie IN	Business Instructor	Jan-89	Dec-89
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

Cynthia F. Gerber

Date

May 21, 2004

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Muncie

Economics and Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
M.B.A.	Anderson University	Business Administration	01/2003	06/2005
B.S.	Northwood University	Business Management	01/2001	07/2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Administrative Supervisor	Ball State University	Policy Development/Implementen	07/2002	Present
Administrative Coordinator	Ball State University	Budget Management, Fiscal Planning, Resource Alloc.	09/1998	07/2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Heppner	John	William
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

LEG 101 ~ Business Law
BUS 203 ~ Sales
BUS 202 ~ Marketing
MGT 200 ~ Management
BUS 210 ~ Advertising
BUS 205 ~ Economics
BUS 100 ~ Principles of Business
CSS 101 ~ Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ivy Tech Comm. College	Muncie, IN	Assoc. Bus. Admin.	2000	2003
Indiana Wesleyan	Marion, IN	B.S. Management/ MBA	2002	2006
Ivy Tech Comm. College	Muncie, IN	Online Instructor Certif.	2006	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Muncie, IN	Adjunct Instructor	6/2006	Current

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	McClellan	Amanda	Leigh
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Communication I, Communication II and Communication 090

I certify that the above information is correct to the best of my knowledge.

April 24, 2006

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Newell Michael Lee
(Last) (First) (Middle)

Names of Courses Taught:

NA 275 ~ Network Administration and Security

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ivy Tech Comm. College	Muncie, IN	Automotive Engin.	1987	1989
Ivy Tech Comm. College	Muncie, IN	Computer Information Systems	1993	1994
Northwood University	Muncie, IN	B.A. ~ Bus. Admin.	2004	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Instructor	Hynkles & McKoy	Computer Repair Instructor	1995	1995
Instructor	Ivy Tech Comm. College	Technician ~ Certification Program	1997	2002
Instructor	Indiana Business College	Instructor/Advisor	2002	Current

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Parsons	Timothy	Ira
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

Names of Courses Taught:

Principles of Business, Management, Economics, Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State Univ	Muncie, IN	General Management	1995	2003
Ball State Univ	Muncie, IN	MBA	2005	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Adjunct Faculty	IBC – Muncie	Teaching	Jan 2004	April 2004
Adjunct Faculty	Ivy Tech – Muncie	Teaching	Sept 2004	Dec 2004
General Manager	FedEx Kinko's	Management/Business	2003	2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Pugh
(Last)

Jennifer
(First)

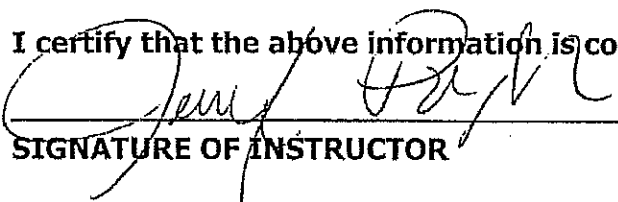
Ann
(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

Specific Courses that You Teach in Program: Career Development BUS 260

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, Indiana	B.S. Communications	08/90 - 5/94
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Muncie, In	Speech and Communication	01/04 - present

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/04
DATE

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	English Literature/Journalism	8/2002	5/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Tutoring/Teaching	Ball State University	Tutoring & Teaching class	9/2002	5/2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Roach

Diana

F.

NAME OF INSTITUTION: Indiana Business College

- Muncie

Specific Courses that You Teach in Program: Presentation Skills, Comm. II, Management, Economics, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS	1996-1998
Ivy Tech.	Muncie, IN	Secretarial Admin.	1979-1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ball Memorial Hospital	Muncie, IN	Administrative Assistant	1986-2000
Ball Corporation	Muncie, IN	Administrative Assistant	2000-2002
Cardinal Greenway	Muncie, IN	Director of Administration	2001-2003

I certify that the above information is correct to the best of my knowledge.

Diana Roach
SIGNATURE OF INSTRUCTOR

1/5/04
DATE

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Summers	Holly	Anne
	(Last)	(First)	(Middle)

Names of Courses Taught:

KEY 102 - Keyboarding II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	HR Management	2001	2003
Ball State University	Muncie, IN	Business Admin.	2003	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Cintas	Muncie, IN	Office Management	2004	2006
Ball State	Muncie, IN	Grading, Proctoring, Class prep	2003	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Muncie

IT 101~ Computer Essentials	CPU 200~ Computers and Office Automation
MAT 102 ~ Math Fundamentals	CPU 212~ Word Processing
MAT 110~ Math for Medical Professionals	CPU 220~ Spreadsheets
KEY 101~ Keyboarding I	KEY 102~ Keyboarding II
KEY 201~ Keyboarding III	CSS 101~ Customer Service
COM 204~ Communications II	IT 102~ Office Automation with Computers
SPC 101~ Presentation Skills	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	B.S. Education	1989	1994
Ball State University	Muncie	M.A.E. Education	1994	1998
Indiana Business College	Muncie	A.A Human Resources	2006	current
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Muncie, IN	Business/Math Instructor	1/2006	current
Knox Co. Schools	Knoxville, TN	Elementary/Jr. Math Teacher	2001	2005
South College	Knoxville, TN	Computer/Math Instructor	1999	2000
Indiana Business College	Marion, IN	Computer/Math Instructor	1998	1999

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	French Major English Minor B. A. earned	8/1978	5/1982
Ball State University	Muncie, IN	English Major French Minor M.A. earned	11/1982	7/1984
University of Indianapolis	Indianapolis, IN	Mentor's Endorsement	11/2002	4/2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
High School English & French Teacher	Parker City, IN	Teaching	1983	Current

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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WRIGHT J.E. INDIANA BUSINESS COLLEGE - Muncie
 Name (Last, First, Middle) Name of Institution at which you teach

Proprietorship Accounting, Partnership Accounting, Payroll and Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,

Auditing, Fed Tax I & II, Management, Economics, Customer Service

Specific Subjects you teach

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance FROM TO
Ball State University	Muncie, IN	M.B.A. Business Admn	Sep-88 May-91
Indiana University	Richmond, IN	B.A. General Studies Business	1984 1988
Tennessee Tech University	Cookville, TN	Business	1962 1966
CPA License	Indianapolis, IN	CPA test, Additional continuing education of 120 hours per 3 yrs	1991 Present
	Fort Wayne, IN		
Applicable Experience	Location	Exact Nature of Experience	Employment FROM TO
Indiana Business College	Muncie, IN	Accounting Instructor	Jan-91 Present
Ball State University	Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90 Dec-90
Frisches Restaurant	Anderson, IN	Management/Supervisor	Jun-89 Jan-90
Big Wheel Restaurant	Muncie, IN	Manager	Aug-78 Jan-89
Marhoefer Packing	Muncie, IN	Cost Accounting	Feb-66 Apr-70

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

Date

Instructor Qualification Records

Indiana Business College
Northwest Indianapolis

March 2007

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Ballard Greg A
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Northwest

Names of Courses Taught:		
BUS205: Economic	Indiana Business College	current
CSS101: Customer Service	Indiana Business College	current

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Bloomington, In	Economics - BA	1972	1978
Marine Corp University	Quantico, Va	Military Science	1996	1997
Syracuse University	Syracuse, NY	International Relations	1986	1987
Marine Corp University	Quantico, Va	Operational Analysis	1997	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
US Marine Corp Various jobs	Various	Logistics and acquisition	1978	2001
Bayer diagnostics distribution/operations	Indianapolis, In	Customer service, financial analysis, mgt	2001	2003
Golden Lion transportation	Indianapolis, In	Management, financial	2003	2005
Author/speaker	Indianapolis, In	Leadership training, authored book	2005	pres

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Northwest

1. Principles of Business
2. Accounting I
3. Psychology
4. Fundamentals of Math
5. Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
College - Undergrad	Marian College	Elementary Education	8/1998	5/1999
College - Undergrad	Ball State University	Psychology	8/1999	5/2003
College - Grad	Indiana Wesleyan University	MBA	8/2003	12/2005
Sales Training	Ricoh University	Sales	2/2006	2/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Manager	Carmel	Managed	5/2003	8/2004
Account Executive	Indianapolis	Sales & Relationship Managing	8/2004	--
Instructor	Indianapolis	Instruct Class	9/2004	--

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Hubbard	Destry	Louise
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - North west

MAT095 - Fundamentals of Math

COM105- Communication I

CSS100 - Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Education	8/1999	7/2004
The Pacific Institute	Indianapolis, IN	Investment in Excellence	7/2006	7/2006
Institutional Application Training for CSS100	Indianapolis, IN	Strategies for Success	9/2006	9/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Assistant Director of Education	Indiana Business College	Management, leadership, classroom observations	11/2005	present

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Leonard Elaine Perrotti
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Northwest

Names of Courses Taught:

Accounting I, Cost Accounting, Accounting III, Income Tax Accounting, Principles of Business,
Business Math, Customer Service, Fundamentals of Math, Presentation Skills, Communication I
Fundamentals of Communication,

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
San Jose State University	San Jose, California	Business/Accounting	Aug 1973	May 1978
College of Emporia	Emporia, Kansas	Theology/Religious Education	Aug 1980	July 1983
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Permanent Substitute Teacher	Traders Point Christian Academy, Indianapolis, IN	Substitute teacher for K-8 th grade - all subjects	Sept 2001	Jan 2005
Self-employed Accountant	Indianapolis, IN	Tax Returns/ accounting procedures for clients	1993	2005
Coordinator for Teen & Children's Ministries	Living Word Fellowship, Indianapolis, IN	Taught, trained teachers, wrote curriculum	1995	2003
Accountant for day care centers	Learning Time Preschool, Indianapolis, IN	Full charge of all accounting, except taxes	1989	1993

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Siemen Diane

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Northwest

CPU200: Computer and Office Automation	Indiana Business College	Current
CPU212: Word Processing	Indiana Business College	Current
CPU200: Spreadsheets	Indiana Business College	Current
CPU230: Database	Indiana Business College	Current
CSS101: Customer Service	Indiana Business College	Current
MED106: Psychology	Indiana Business College	Current

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
SVSU	Saginaw, Mi	Psychology	8/1995	8/1999
Indiana University	Bloomington	IST	8/06	Present
Microsoft	Redmond, Wa	Techology MS Office	2/02	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
New Horizons	Carmel, In	Instructor	3/01	9/01
Gateway	Indianapolis, In	Trainer	2/00	3/01
Eli Lilly/CTG	Indianapolis, IN	Contract Trainer	9/01	1/02
Northwood University	Midland Mi	Faculty	9/99	4/00

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College-Northwest

COM 105 - Communication I

COM 206 - Communication II

KEY 101 - Keyboarding I

MED 101 - Medical Terminology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Kansas State University	Manhattan, Kansas	Bachelor of Science	1977	1979
Bowling Green State University	Bowling Green, Ohio	Master of Education	1981	1984
Wilson College	Indianapolis, Indiana	Court Reporting	1996	1998
Medical Billing/Coding	online course-California	Medical Billing/Coding	2002	2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Oberlin City Schools	Oberlin, Ohio	business ed instructor	1979	1990
Lorain County JVS	Oberlin, Ohio	adult ed instructor - nights	1979	1981
Medical Transcription	Indianapolis, IN	medical typing	1998	present

Instructor Qualification Records

Indiana Business College
Terre Haute

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

ACC101, Accounting I; ACC102, Accounting II; ACC105, Payroll/10 Key; ACC107, Income Tax;
ACC115, Computerized Accounting; ACC201, Accounting III; ACC202, Cost Accounting;
ACC240, Intermediate Accounting I; ACC250, Intermediate Accounting II, MAT105, Business
Math; BUS205, Economics;

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	2004	2006
Indiana State University	Terre Haute, IN	Accounting	1982	1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instructor	2002	Present
Terre Haute Heart Center	Terre Haute, IN	Collections Supervisor	1988	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

KEY101, Keyboarding I; KEY102, Keyboarding II; KEY 201, Keyboarding III; KEY 202, Machine Transcription; COM102, Communication I; COM103, Communication II; COM204, Communication III; SPC101, Presentation Skills; and BUS230, Business Office Procedures.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

CPU200, Computers and Office Automation; CPU212, Word Processing; CPU220, Spreadsheets; CPU230, Database; and CPU250, Software Integration

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	1993	1994
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Computer Instruction	1993	Present
St. Mary-of-the-Woods College	Terre Haute, IN	Director of Computer Info.	1984	1993
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

COM090, Fundamentals of Communication; COM105, Communication I, COM206,
Communication II; KEY101, Keyboarding I; SPC101, Presentation Skills; MGT200,
Management; LEG101, Business Law; BUS200, Fundamentals of e-Business.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Business	2001	2004
Vincennes University	Vincennes, IN	Paralegal	1998	1999
Oakland City University	Oakland City, IN	Social Studies/Edu	1994	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2006	Present
Signal Capital Management	Terre Haute, IN	Portfolio Management	2000	Present
Indiana State University	Terre Haute, IN	Instruction	2004	Present
Fine and Hatfield	Vincennes, IN	Legal document prep	2000	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Watson	Theresa	Sue
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Terre Haute

CPU200, Computer and Office Automation; CPU212, Word Processing; CPU220, Spreadsheet;
CPU230, Database; CPU250, Software Integration; KEY101, Keyboarding I, KEY102,
Keyboarding II, KEY201, Keyboarding III; KEY202, Machine Transcription; and KEY203,
Medical Machine Transcription

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001
St. Patrick School	Terre Haute, IN	Middle School Teacher	1997	2000

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